

Aerospace Medicine

LA ANG WRITTEN HAZARD COMMUNICATIONS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This written program provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, at all installations of the Louisiana Air National Guard (LA ANG). A copy of this workplace written program including AFOSH STD. 161-21, the work area hazardous chemical inventory, and a list of the non-routine tasks involving hazardous materials will be maintained at each work area.

1. References, Abbreviations, and Acronyms. See attachment 1.

2. Material Safety Data Sheets (MSDSs):

2.1. The 159th Bioenvironmental Engineering Services (BES)/ SGPB / Naval Air Station-Joint Reserve Base, Belle Chasse Louisiana / DSN 457-8516 maintains the MSDS source file containing all hazardous chemicals used at all installations of the Louisiana Air National Guard.

2.1.1. This master file consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA), OSHA Form 174, Material Safety Data Sheet, or equivalent forms.

2.1.2. This MSDS information will be readily available to all workers through the BES.

2.2. MSDSs must be readily available and accessible to workers in the work area for all hazardous materials listed on the work area's hazardous materials inventory. These data sheets identify the hazardous chemicals, characteristics of the chemicals, health hazards, precautions, and emergency procedures.

2.3. Workers desiring MSDS information will contact the BES at DSN 457-8516 to establish a mutually acceptable time during the normal work shift for review of the MSDS. The BES will review the MSDS with the employee and provide an explanation of the MSDS information. Requests after normal duty hours will be directed to the immediate supervisor and followed-up by BES if requested.

2.4. Supervisors will notify the Bioenvironmental Engineering Technician (BEET) each time a new chemical is introduced into the work area. If the BEET determines HMIS, MSDS, or equivalent information is not available, the BEET will attempt to obtain the MSDS using established procedures.

2.5. The BEET must review work area MSDSs at least annually to ensure data sheets are on file for new materials introduced into the work area.

3. Employee Information and Training:

3.1. Unit commanders will ensure supervisors and Organization Occupational Health Coordinators (OOHC) of work areas using hazardous material receive training using AFOSHTD. 161-21.1G, Federal Hazard Communications Training Program (FHCTP), "Trainers Guide" and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Unit commanders will also ensure supervisors and OOHCs of work areas attend annual refresher HAZCOM training. These supervisors will be trained by the Public Health Technician (PHT). The Public Health Technician will ensure this training is documented on each of the following: AF Form 55, Employee Safety and Health Record, AF Form 2767, the

Occupational Health Training & Protective Equipment Fit Testing, filed in Tab F of the Industrial Workplace file, and the Hazard Communication Master Training file. Call the PHT at DSN 457-8411 for scheduling.

3.2. Supervisors will ensure subordinate workers are trained on the AFOSHTD. 161-21.1W, "Federal Hazard Communication Training Program, Student's Workbook" and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP and the specific hazards in their work area.

3.2.1. Initial training will be conducted upon initial work area assignment and whenever a new hazard is introduced into their work area. Initial training will occur when members in-process to the work section before they are exposed to hazardous materials (i.e., training must be conducted by the work section supervisor or OOHC prior to performing tasks listed in paragraph 3.4).

3.2.2. Supervisors or OOHCs will conduct an annual HAZCOM refresher training class for all personnel in their work section.

3.2.3. If a new material, process, operation, or condition has hazards on which employees have already been trained, retraining is not required.

3.2.4. This training may be provided by the supervisor, the OOHC, or other formal organization training structure (e.g., maintenance trainers) provided members of the structure have attended a FHCTP class given by Public Health.

3.2.5. Trainers must ensure all workers sign the FHCTP sign-in roster (See Attachment 2) upon completion of the FHCTP training. The trainer will forward a copy of the FHCTP sign-in roster to the appropriate supervisors and to PH.

3.2.6. Supervisors must supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training to workers, the supervisor will ensure appropriate agencies (i.e. BES/Bldg. 24/DSN 457-8516, Base Safety (SE)/Bldg. 24/DSN 457-8648, Public Health/159 MEDS (clinic) /DSN 457-8411, and the Environmental Coordinator (DE)/Bldg. 24/DSN 457-8515) review the information for technical accuracy.

3.3. Upon receipt of FHCTP sign-in rosters, the supervisor of the employee or military person will document the FHCTP training and all additional hazard communication training on AF Form 55. AF Forms 55 will be maintained by the supervisor in the work area. Documentation will be added in Section V, Record of OSHA Briefing and Job Safety Training as "Federal Hazard Communication Training Program (FHCTP)," for initial FHCTP training. Annual refresher training will be documented as "Annual Refresher FHCTP." Training will be documented as "Workplace Specific FHCTP" for each presentation of specific workplace hazard information such as that required upon transferring to a new duty section or the addition of a new process in the work area. AF Forms 55 will be transferred to the next supervisor by the mechanism outlined in AFOSH STD 161-21, paragraphs 5e(7)(a) & (b).

3.4. All military members and civilian employees will in/outprocess (with AF Forms 55) through the Public Health Office at the 159th Medical Squadron (Bldg 41, Room 202).

3.4.1. Inprocessing personnel must bring their AF Form 55 (initiated by work section supervisor or OOHC) showing initial HAZCOM training accomplished prior to initial work assignment.

3.4.2. Permanent Change of Station (PCS) personnel will turn in old AF Form 55 to Public Health technician who will transfer all training documentation to a new AF Form 55 which will be hand carried to gaining supervisor.

3.4.3. Military Personnel Flight (MPF) and Consolidated Civilian Personnel Office (CCPO) will notify Public Health of all military member or civilian personnel separating or retiring from the Air Force. These members must outprocess through Public Health to retire AF Form 55.

4. Hazardous Chemical Inventory:

4.1. The hazardous chemical inventory for all areas in the LA ANG will be developed by the work area supervisor and BES. The BES will review this inventory at least annually.

4.2. All supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary. When new chemicals are introduced into the work area the supervisor will consult with the BES to determine if the chemical may safely be added to the inventory. If it is determined that the chemical may be added, the BES at that time will provide appropriate information regarding the use and protective equipment requirements for the chemical.

4.3. As a minimum, the inventory will include the identity of each hazardous chemical used in the work area, as it appears on the MSDS. The inventory will be compiled from the AF Form 2761, Hazardous Materials Data, filed in the Bioenvironmental Engineering Case file, and the M-15 computer roster available from base supply. However, proprietary information will not be included on the hazardous chemical inventory.

5. Contractor Operations:

5.1. The Administrative Contracting Officer (ACO) Civil Engineer (DE / DSN 457-8413) with assistance from BES (SGPB / DSN 457-8516), and the work area supervisor, if requested, will advise contractors of the hazardous chemicals that may be encountered and the protective measures needed in the normal course of their work in the particular work area. The ACO will also tell the contractor MSDS information is available through BES and provide information on the labeling system.

5.2. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and Air Force employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, Hazardous Materials Identification and Material Safety Data.

6. Non-Routine Tasks Involving Hazardous Materials:

6.1. Non-Routine Tasks are:

6.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

6.1.2. Temporary duties outside and individuals normal Air Force Specialty Codes (AFSC) or job series.

6.2. The work area supervisor will list all non-routine tasks performed in his/her work area which involve hazardous materials. The supervisor will ensure work area Operational Instructions (OIs) thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks performed in his/her work area. Operating instructions do not need to be prepared if Technical Orders (TOs) or other official documents adequately describe these tasks. Supervisors will ensure that workers review these procedures before performing the non-routine tasks.

6.3. When workers temporarily perform duties outside their normal jobs the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

6.3.1. The initial Federal Hazard Communication Training Program described in Paragraph 5e of AFOSH STD. 161-21 for workers not previously trained.

6.3.2. Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

6.3.3. The supervisor of the activity will forward a letter to the workers formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

7. Hazard Communications Binder:

7.1. A Hazard Communications Binder must be maintained in each work section and must be available at all times to the workers.

7.2. The contents of the binder must include:

7.2.1. TAB A: Shop Written Hazard Communications Program (includes this LA ANG Written Hazard Communication Program, AFOSH STD 161-21, Shop Chemical Inventory, and a list of all non-routine tasks involving hazardous chemicals).

7.2.2. TAB B: Shop specific MSDSs. May be cross referenced to another binder.

7.2.3. TAB C: HAZCOM Training Plan. Must include training for all shop specific duties and work area specific hazards.

7.2.4. TAB D: FHCTP Training Documentation. This section will include FHCTP sign-in rosters (See Attachment 2) for all HAZCOM training completed by shop personnel to include annual refresher training.

8. **Records Maintenance:** Maintenance and disposition of records created as a result of this publication will be within the standards established in AFMAN 37-123 and AFI 37-138.

BY ORDER OF THE GOVERNOR

A.M. STROUD, JR.
Major General, LAARNG
the Adjutant General

OFFICIAL

Signed

HARRY A. TROSCLAIR, COL, LA ANG
Director of Support

Attachments:

1. References, Abbreviations, Acronyms
2. FHCTP Sign-In Roster

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

Significant References

AFMAN 23-110, V2CD, USAF Supply Manual
 AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipments
 AFI 24-202, Preservation and Packing
 AFI 48-101, Aerospace Medical Operations
 AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program
 DoDM 6050-5, DoD Hazardous Materials Information Systems Procedures
 AFOSH Standard 127-45, Hazardous Energy Control and Mishap Prevention Signs and Tags
 AFOSH Standard 127-68, Chemical Safety
 AFOSH Standard 161-17, Standardized Occupational Health Program
 FED-Standard 313
 OSHA Standard 29 CFR 1910.1200

References

AFOSH Standard 161-21, Hazard Communication
 AFOSHTD 161-21.1G, Federal Hazard Communications Training Program, Trainer's Guide
 AFOSHTD 161-21.1W, Federal Hazard Communications Training Program, Student's Workbook
 FAR Clause 52.223-3, Hazardous materials Identification and Material Safety Data

Abbreviations and Acronyms

ACO	Administrative Contracting Officer
AFOSH	Air Force Occupational Safety and Health
AFSC	Air Force Specialty Code
BEET	Bioenvironmental Engineering Technician
BES	Bioenvironmental Engineering Services
CCPO	Consolidated Civilian Personnel Office
FHCTP	Federal Hazard Communications Training Program
HMIS	Hazardous Material Information System
LA ANG	Louisiana Air National Guard
MPF	Military Personnel Flight
MSDS	Material Safety Data Sheet
OI	Operational Instruction
OOHC	Organization Occupational Health Coordinator
OSHA	Occupational Safety and Health Administration
PCS	Permanent Change of Station
PH	Public Health
PHT	Public Health Technician
TO	Technical Order

FHCTP SIGN-IN ROSTER

1. Instructors:
2. Subject: Federal Hazard Communication Annual Training
3. Date: _____
4. Attendance:

<u>Name (Print)</u>	<u>Rank</u>	<u>Signature</u>	<u>Unit/Section</u>
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I certify the above lesson of instruction was presented.
